

# *South Dakota Department of the Military South Dakota Department Veterans Affairs Job Postings for the SD State Veterans Home*

**August 18, 2011**

## **Business Manager/Auditor Manager Hot Springs, SD**

**Requisition Number:** E16-0303

**Agency:** Department of Veterans Affairs

**Salary:** Depending on experience

**Closing Date:** 08/23/2011

Works as Business Office Manager and ensures all financial planning and transactions reflect agency goals in the strategic plan and adhere to federal and state accounting standards and policies.

Duties include:

- preparing and monitoring the budget for the department;
- managing the department's federal grants; and local service contracts;
- overseeing and managing the fiscal office for the department;
- overseeing and preparing financial reports and financial statements.

### **The Ideal Candidate Will Have:**

Bachelor's degree in accounting (or related business degree with major coursework in accounting) and 3-5 years of progressive accounting experience is preferred. This is a salaried position and is exempt from the Career Service Act.

### **Knowledge of:**

- Generally Accepted Accounting Principles (GAAP) practices and standards;
- Generally Accepted Auditing Standards;
- federal and state regulations related to reporting, cash management and audit procedures;
- principal practices of fiscal management and budgetary control;
- computerized accounting software;
- purchasing policies;
- risk management policies;
- computerized accounting software, Microsoft Excel, Word, and other desktop tools.

### **Ability to:**

- manage governmental fiscal administrative processes that include budget development and disbursement;
- grant administration and purchasing;
- serve as department point of contact;
- manage fiscal services and controls while ensuring they comply with federal and state regulations;
- analyze and interpret financial data, reach conclusions and be able to clearly communicate the findings;
- interpret rules and regulations;
- make timely and accurate decisions;
- supervises in-house accounting staff; establish and maintain effective working relationships with others.

**To Apply:** Submit a letter of interest and resume or state employment application (available at a South Dakota Department of Labor and Regulation Employment Services Office and on the Internet at <http://bop.sd.gov/workforus/>) to:

### ***For More Information Contact:***

Scott Marsich Human Resource Manager  
12279 Brady Drive  
Custer, SD 57730

